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ABSTRACT

This three-section guide was created to help people with disabilities in the state of Colorado look for and find employment. Aimed at both potential employees and employers, the guide provides information to help citizens with disabilities to prepare for and represent themselves when seeking employment and to better understand their rights under the Americans with Disabilities Act (ADA). It also provides information to help Colorado employers to ensure equality of opportunity for individuals with disabilities. Section 1 covers the job-search process, including myths and realities about individuals with disabilities, attitudes and transferable skills, agencies that can help, resume writing, searching for job openings, job application forms, interviews, and disclosure of disability information. Section 2 covers the ADA, including disclaimer, definitions, essential job functions, reasonable accommodation, undue hardship, employment process considerations, alcohol and drug issues, workers compensation, and employment discrimination. The final section of resources lists telephone numbers of federal agencies involved with the ADA; 24 pamphlets, videotapes, and other materials concerning the ADA and job-hunting; and Colorado Workforce Centers. (KC)

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ED 462 595

A Job-Hunting Guide for Colorado Citizens with Disabilities

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A JOB-HUNTING GUIDE FOR MONTANANS WITH DISABILITIES

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CONTENTS

Topic	Page
Section 1 The Job-Search Process	
Introduction	4
Myths and Realities Concerning Individuals with Disabilities	5
Attitudes and Transferable Skills	6
Agencies That Can Help With Employment	7
Vocational Rehabilitation Services Eligibility	8
Résumé Writing	9
Job Search Preparation	10
Where to Search for Job Openings	11
Job Application Forms	12
Interview Process and Sample Questions	13-14
Disclosure of Disability Information	15-18
Section 2 - The Americans with Disabilities Act (ADA)	
ADA Disclaimer	19
ADA Definitions	20
Americans with Disability Act Basics (ADA)	21-23
Essential Job Functions	24
Reasonable Accommodation	25-26
Undue Hardship	26
Employment Process Considerations	27
Pre-employment Testing	28
Pre-employment Questions (Illegal and legal)	29
Pre-employment Medical Examination Information	30
Alcohol and Drug Issues Relating to ADA	31
Issues Concerning Workers Compensation in Relation to the ADA	32
Actions to Take if you Have Employment Discrimination Issues	33
Section 3 - Resources	
Information Resources	34-35
Recommended Reading Materials	36
Colorado Vocational Rehabilitation Program Offices	37-38
Colorado Workforce Center Offices	39-46

SECTION 1

The Job Search Process

This booklet has been created to help people with disabilities in the state of Colorado look for and find employment.

- It is intended to be a guide but does not address every issue regarding disability and work.
- The information in this booklet is not legal advice about the ADA, or state laws about work. It is information intended to be helpful to you in getting started and in understanding how to deal with your disability in the workplace.
- There is no guarantee that knowing about the information in this book will remove all barriers to finding work.

According to the National Organization on Disability, there are fifty-four million Americans with disabilities. However, only 29% of disabled persons of working age are working, compared to 79% of the non-disabled population. (1998 N.O.D. Harris Survey)

The goal of this book is to help Colorado citizens with disabilities:

- prepare for and represent themselves when seeking employment, and
- better understand their rights under the Americans with Disability Act (ADA).

The goal of this book is to help Colorado employers:

- ensure equality of opportunity for individuals with disabilities, and
- understand and be reassured that individuals with disabilities are capable workers.

This book should help the individual with a disability:

- understand your strengths and knowledge concerning work,
- organize your job search,
- identify potential work areas,
- prepare for the interview,
- understand your rights and protection under ADA, and
- locate agencies and governmental programs that can assist you.

Myths and Realities Concerning Disabilities and Employment

Some individuals are born with a disability. Some people become disabled due to injury or due to medical problems. In all of these cases, a change in work may be necessary for the individual.

Realities concerning employment for individuals with disabilities:

Individuals with disabilities are

- Now attending high schools, colleges, and trade schools.
- Working in the majority of the existing work fields.
- Taking part in the community and economy, and raising families in most communities in the country.

Myths and misperceptions concerning individuals with disabilities:

Individuals with disabilities are

- Not a whole person.
- Unable to do quality work.
- Unable to perform their job without assistance.
- High-risk (accident prone).
- Unreliable.

Realities concerning employers and employment:

Some employers

- Go out of their way to hire disabled individuals.
- Do not want to hire individuals with disabilities.
- Are not in compliance with the ADA.
- Ask illegal questions during an interview.

Realities concerning the individual with a disability seeking employment:

- Individuals with disabilities can perform their work tasks as well or better than non-disabled persons.
- There continues to be "hidden" prejudice with certain employers about hiring an individual with a disability.
- An individual with a disability needs to know and be able to tell an employer how they can do the essential functions of a job and what reasonable accommodation could be provided to help them do the job.

Attitude is Everything!

Q. What attitudes does it take for an individual with a disability to be able to move forward towards employment?

A willingness to:

- Accept the disability and move forward.
- Identify and use your vocational strengths and abilities in relation to new types of work.
- "Start over" in a new work area, if necessary, to return to work.
- Learn new skills, be retrained or attend school.
- Work with reasonable accommodations in the work place.
- Succeed in a new vocation.

Remember, attitude is everything. The ADA requires "reasonable accommodation" to assist individuals to access the work place and assistive devices to help with specific job tasks.

Therefore, most careers are possible!

The search for employment is a full-time job and should be treated as such.

A successful job hunter is the person who is persistent!

Transferable Skills

Q. What is a transferable skill?

These are skills that have been learned and used in the past in one or more jobs and which can be substituted or interchanged into another job. A transferable skill is one that has been learned by doing.

A transferable skills analysis is one of the first things that should be done when looking for work in a new field following an injury that results in a disability. A vocational rehabilitation counselor can help you in determining transferable skills by conducting a transferable skills analysis for you.

Remember, different types of work use similar job skills.

Getting Started – Agencies That Can Help

The key to finding a job is getting started. Looking for work is not an easy task, but there are a lot of people who can help you become **successful**.

One of the goals of the **Colorado Department of Labor and Employment** and the **Division of Vocational Rehabilitation** is to help you find a job. Your first step will be to contact one of these agencies for assistance.

There is no wrong door or wrong place to start as you seek to prepare for and get into employment. For the most part, individuals with disabilities use the same resources as other job seekers. If you have a disability but have transferable work skills and believe you are ready to apply for and enter employment, then the Workforce Center may be the place to start. If you require services to prepare for or get a job then a Vocational Rehabilitation Office may be a good starting point. Both agencies can help you understand community or other programs which may be able to help you. A listing of State Vocational Rehabilitation Offices and Workforce Centers is available on pages 37-46.

Upon your arrival at the Workforce Center, check in at the information desk. You may be scheduled to see an employment specialist. This person will explain the services offered, assess how they may be able to help you with your career search, and coordinate assistance for your needs. These services could include job placement, testing to determine your skills and aptitudes, counseling, and job training to name a few. You can find listings for jobs with private or government employers at the Workforce Center, as well as additional information about how to apply.

Remember the employment specialists are there to help you, but you have to help them by providing information about yourself and your employment history. The consultants will interview you to determine what type of jobs you qualify for. Based upon your interview and qualifications, the employment specialist may determine whether or not the employer will see you or consider your application or resume. Depending on the availability of positions, you may be sent on a job interview directly from the Workforce Center. Dress appropriately for the jobs you are seeking.

In Vocational Rehabilitation offices you work directly with a counselor trained in medical aspects of disabilities and related issues. A receptionist may gather some initial information, but you will meet privately with a vocational rehabilitation counselor to learn about eligibility, services and resources. You and your counselor will discuss your circumstances and you decide whether or not to apply for services. It is helpful if you are able to bring recent medical information with you when you meet with the vocational rehabilitation counselor. Your counselor may assist you in completing the application for services and will need to get permission to gather medical information. You and your counselor work together throughout the process of having eligibility determined, organizing a rehabilitation plan, receiving services based on the plan and entering employment.

Q. What are the eligibility requirements for Vocational Rehabilitation (VR) Services?

- You have a physical or mental disability.
- Your disability prevents you from getting or keeping work.
- You have the desire to work and you require vocational rehabilitation services to help get or keep a job.

Q. What types of services are provided to assist you in getting or keeping a job? Your counselor will develop an individualized employment plan that may include:

- Evaluation services: a medical or psychological evaluation to determine the presence or extent of your disability; a vocational evaluation to determine your interests, abilities and limitations.
- Career counseling and guidance services: your counselor will help you develop a rehabilitation plan and will help you carry it out.
- Training: such as on-the-job, job coaching, business/trade school, college or other vocational programs.
- Job development or placement services and referrals to other programs and services you may need.
- Rehabilitation technology services: you and your counselor may identify and obtain adaptive aids or equipment. Also, mobility training is available to teach you how to move around your home and community.
- Post employment services: once you are employed, support services may be required to help you keep your job. Also available are instructional services on how to carry out every day activities: such as handwriting, cooking, managing money, reading and Braille.

For additional information, contact the Colorado Division of Vocational Rehabilitation website: http://www.cdhs.state.co.us/[redacted]

Résumé Writing

Q. What is the purpose of a résumé?

A résumé is designed to do one thing: GET YOU AN INTERVIEW!

A résumé allows you to tell potential employers what they want to know about you. In the past résumés provided only a chronological history of your work and stated the duties performed. In today's challenging labor market you will have to sell yourself to a company by the way you present information in your résumé.

It is recommended that you custom design your résumé so that your past employers, skills, abilities, and accomplishments are listed on the résumé in relation to job duties stated in the job announcement. You will probably want to send a different résumé for each job and employer you are applying to.

There are many different styles of résumés to choose from. However, the styles mentioned below are the most useful for individuals with a disability.

Chronological
This résumé highlights your work experience beginning with the most recent position. It includes a listing of jobs, job duties, employers, and dates of employment and is the most common style of résumé. This résumé is useful for people who are changing jobs and do not have major employment gaps or numerous job changes.

Functional
This résumé highlights skills and potential, rather than work experience and education. It is particularly useful when you are changing careers, have good skills but limited work experience, or there are gaps in your work history.

Accomplishment
This résumé emphasizes outstanding achievements and capabilities with less emphasis on experience. It presents items such as sales made, contracts written, money saved, improvements to the organization, and awards.

Combination
This résumé emphasizes the best parts of the three résumés listed above. It is the preferred type of résumé for an individual with a disability making a career change.

Résumé-writing assistance and instruction can be found on the Internet at http://navigator.cdle.co.us/

An employment services specialist or vocational rehabilitation counselor can help you with writing a good résumé that will get attention.

Preparation For Your Job Search

Q. How should you prepare you for your job search?

- **Look at your past jobs, experiences, training, and hobbies. Work with a vocational rehabilitation counselor to assess your transferable skills.** This assessment will help you learn who you are, what your interests are, what you are good at, and what you enjoy.

- **Research the specific and essential functions of positions you are thinking about and determine how the essential functions can be handled with reasonable accommodation.** This assessment will help you look at essential job functions and then research what accommodations are possible with the assistance of a vocational rehabilitation counselor. Employers will appreciate that you can tell them the method of reasonable accommodation needed for you to perform the essential functions of the job.

- **Utilize the Colorado career information system to explore occupations that you would like to learn more about.** This can be found at Workforce Centers and at community college counseling centers.

- **Research potential employers who have employees in the field you are interested in.** This exploration will help you discover which employers and/or industries can use your skills. The more you can learn about an employer, the better you can match your skills and abilities to their needs.

- **Additionally, friends and families can give you good information about potential employers.** Often, good jobs remain in the "hidden" job market and are not advertised in public. Networking may reveal opportunities for you that are not readily available or known in the labor market. It is possible to be hired without having to compete for jobs. Employers generally hire people they know, like, and who have the matching skills and abilities for the job.

Q. Where do I search for job openings?

There are many sources of information to search for employment. The following list includes not only Colorado Workforce Center sites (pgs. 40-47), but also print media and national databases. The more thorough your research the more job opportunities you can expect to find. Do not use only one source of information to search for work. Many jobs are only listed in one advertisement and if you only search a single source you may miss other opportunities that are available.

- **Colorado Workforce Centers.** List current job openings on printed lists and information sheets, and also provide access to Internet based employment programs. Employment services specialists can assist you with job search planning and job opening searches.

- **Check out the help-wanted ads in the newspaper.** From time to time, you can find good jobs advertised in the newspapers. Sunday and Wednesday papers usually have the most listings.

- **Internet sites.** There are hundreds of Internet employment/recruitment sites such as:

Colorado Job Service	**http://www.ajb.org/co/**
America's Job Bank	**http://www.ajb.org**
Monster.com	**http://www.monster.com**
US Government Jobs	**http://www.usajobs.opm.gov/a.htm**
Yahoo Jobs	**http://www.yahoo.com**

Access to many local newspaper employment sections in the country can be gained by going to the America's Job Bank website. To do this you need to access **http://www.ajb.org** then list the job title under "keyword", list a zip code and then select search. When a list comes up on the screen, click on "other sites link" on the tool bar at the top of the page and choose "newspaper classified ads."

Use every option you have. Only apply for jobs that you are qualified for. The more positions you apply for the quicker you will find employment. **Be aggressive**. The most effective method for finding a job is to apply directly to the employer you wish to work for. Try to arrange an interview with the decision maker who could hire you. Plan your presentation carefully. Thank you letters are an important follow-up for each interview.

Job Application Forms

Most employers will ask you to complete an application form. These forms are a critical part of the job search process because employers use them to choose people for interviews. Employers often complain that applicants do not properly complete application forms. If you bring a résumé, you will still need to fill out an application form completely. Don't say, "see résumé" on any part of the application.

Bring the following information with you:

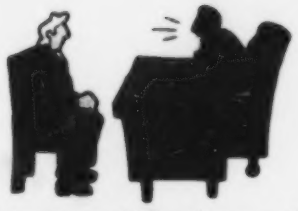
- **Address and phone number where you can be contacted:**
  Message number is important if you do not have your own phone.
- **Names, addresses and telephone numbers of:**
  Previous employer information, wage rates and dates of employment.
- **At least three references.** Ask each person for permission to use them as a reference.
- **List of school subjects** which may help you qualify for the position.
- **Driver's license number**, social security card, union cards, copies of transcripts, military discharge papers and other relevant information.

Tips For Completing Application Forms

- **Read the whole form carefully before starting and follow all directions.**
- **Ask questions** if you are unsure about anything on the form.
- **Neatly print** the information requested in black or blue ink, or if given the opportunity to return the form, have the information typed.
- **Check spelling and grammar.**
- **Do not leave any blank spaces.** If an item does not apply to you indicate "none", "not applicable", or "N/A".
- **Be honest, don't stretch your qualifications**.

Most applications require your signature declaring that the information you have provided is accurate. Applications are frequently verified, and **lying on a job application form is usually grounds for dismissal.**

The Interview



Q. What is the interview process designed to do?

- Give you an opportunity to sell yourself.
- Give the employer an opportunity to talk to you about your qualifications and skills. It also helps the employer understand how you think about things and where you might fit in with the company.

The interview is your opportunity to personally convince the employer that "you are the best person for the job."

Q. How should I prepare for the interview?

- Research the company and find out everything you can about the business. There are many different sources available to find company information such as the Internet, library publications, and personal contact with employees of the company.
- When setting the appointment, obtain the date and time, the names of the interviewers, the type of interview, and the amount of time it will take.
- Travel to the interview site a few days early (if possible), to determine the time it will take to get there and the specific location.
- Anticipate possible questions and practice each of them. If applying for a position that will need samples of your work, gather the information and/or portfolio ahead of time and know what is in the portfolio and how you want to present it.
- Bring extra copies of your resume and cover letter with you.
- Take your Social Security Card and other important papers with you.

Ask for the job! Be polite. Let the interviewer know that you want the job! Send the interviewer a short thank you note immediately after the interview.

After each interview, analyze what you did right and wrong so you can improve in the future. The more you interview, the more comfortable you will be with each successive interview.

Be prepared to be turned down many times before receiving an offer. Even when you are not chosen, **remain polite** and ask that they keep you in mind for any future openings. It's possible the person they chose will turn the position down, or after a short time just won't work out.

Remember that persistence pays. If you would really like to work for an employer, check back with them occasionally.

Keep trying! If you thought your interview went really well and you did not get the job, you might consider contacting the interviewer and asking if there was a particular subject area discussed during the interview where you could make improvements.

Interview Questions

Try to anticipate the types of questions the interviewer might ask you and think about your answers. Be prepared for the interview and practice answers to questions before the interview.

Sample Interview Questions Include:

Tell me about yourself.

Why did you leave your previous job?

What do you consider your most significant strengths/weaknesses?

What do you know about our company?

What kind of work are you looking for?

Why should I hire you instead of someone else with equal qualifications?

What did your last supervisor think of you?

Failing to Prepare is Preparing for Failure!

- Preparation is the key! If you are prepared, you'll be relaxed.
- Don't be afraid to laugh and be yourself during the interview.
- Employers hire people they like, not only those whom they think can do a good job for them. Let your personality and positive attitude show.

Disclosing Disability Information

Q. How should I prepare to disclose information about my disability?

- Script your disclosure – know what you are going to say ahead of time.
- Rehearse your disclosure script – practice makes PERFECT!

When you prepare your script, minimize using medical terms and words like unpredictable, chronic condition, or permanently debilitated. Briefly describe the disability. Do not give a history of your surgeries and hospitalizations.

Prepare to talk about how you can do the job with or without an accommodation or demonstrate how you can do the job. Be sure to stress your strengths and willingness to improve weaknesses. END YOUR INTERVIEW ON A POSITIVE NOTE!

Your goal is to help the employer feel comfortable with your disability. If they are uncomfortable with your disability, it is probably not a good place for you to work.

Some examples of scripts to use include:

If using a wheelchair:

"I had an accident 3 years ago resulting in the loss of use of my legs. I've become an expert at getting around and have no other problems. Actually, since this happened I have gone back to school and developed an expertise in the work area I am applying for. My resume shows my successes, skills, and abilities for the job I'm applying for. Regarding accommodation, the only thing I need is a 30 inch aisle to get to my desk and it looks like the aisles are nice and wide here."

If having limited use of arms or hands:

"I have limited use of my right arm and hand but it doesn't slow me down. I've learned to use several assistive devices and can do most things myself without any help. In fact with my voice recognition computer program I can produce letters and input information onto speadsheets faster than most people. Please give me an opportunity to show you my skills and you'll agree that I can do the job."

If having an invisible disability:

"Thanks for offering me the job, I do need to tell you that I have had some injuries and am limited as to the amount of lifting I can do. I know the essential job requirements don't require me to lift over 20 pounds. If a situation arises where something heavier has to be moved, I'll ask for help or talk to you. I know my limits and will make sure that I do things safely and will look out for others also."

REMEMBER your script and be very positive about your skills and abilities. Try not to open doors to doubts. You are telling the interviewer who you are. The more you discuss your disability the more important it will become in the interviewer's mind, and the more you will begin to raise questions.

Q. How should I approach the issue of disclosure about my disability for the interview?

If you know that your disability will require a reasonable accommodation for the interview, you should tell the interview scheduler when setting the appointment. Inform the scheduler you will be arriving in a wheelchair or will need an accommodation to attend the interview. If you raise the accommodation issue up front, the employer can make sure the necessary arrangements are made ahead of time and both of you avoid unpleasant surprises. The interviewer/employer will feel more comfortable knowing they could accommodate you. Also, if you have a visible disability, this will allow the interviewer to understand your disability and reduce the awkwardness of the first few seconds meeting you.

But it may be to your advantage to schedule the interview before you disclose.

Dealing with the visible disability

If you have a visible disability, you will have no option but to disclose. Deal with it quickly, openly, and honestly. In this situation, it is best to talk about it immediately and to anticipate the employer's concerns. Be prepared to alleviate any concerns the employer has. Preparation is the key!

The interviewer doesn't care if you spent a year learning to adjust to your handicap or all of the steps it took. Instead you might say, "I spent a month at the Rehabilitation Center. I was given all the tools I need for independent living. Now I'm prepared to earn my living again and look forward to it."

Dealing with an invisible or hidden disability

Generally, honesty is the best policy. Sometimes you are able to pass as non-disabled because your disability is not readily noticeable. Then you must weigh the pros and cons of disclosure. If you are certain that your disability will not affect your work performance now or in the future, and you will not have to ask for an accommodation, then disclosure is probably not an issue.

This is a very personal decision, and one that is ultimately yours. However, disclosing your disability will enable you to request an accommodation now or at a later date. If you need to request an accommodation, be sure to do this in a positive manner. If your disability is noticeable to a potential employer, then it will probably be a factor in your hiring. Talk about it in relationship to your work performance potential, to put the employer at ease.

Q. How much detail should I give the interviewer about my disability?

Remember the tips on how to disclose your disability and how much to tell. Make your explanation short and concise and turn your mastery of it into a positive one. Emphasize your strengths, not your weaknesses. Be positive about the fact that you drive your own car, are on time, and do not miss work.

The interviewer really wants to know only three things!

1. **Will you be there?**
2. **Can you do the job as well or better than anyone else?**
3. **Will you be of value to the company?**

Q. When do I disclose?

If you have an invisible disability, disclose AFTER you have sold yourself. This will give you the opportunity to compete for the job based on your skills and abilities. Market your experience, your education, your enthusiasm, and your ability to learn quickly. Only when you know you are being considered for the job, should you disclose your disability.

In many job interview situations, some applicants are asked to return for a second interview. If this is the case, wait until you have the second interview. Many people feel you should wait to disclose information until an offer of employment has been made, thus opening the door for negotiations.

You may believe this is avoiding the issue. In reality, you do not share other personal details about yourself, so why should you share this personal detail? Of course, there are exceptions. If you have been referred by another source or agency who has already disclosed you have a disability, the only questions you will have to answer are:

- Can you do the job?
- Can I depend on you?
- What accommodations do you need?

Q. Who else do you need to tell?

You may decide to tell your supervisor, but telling co-workers of your disability is your personal decision. Taking a new job and learning to interact with a group of strangers can be stressful. This is something you may elect to withhold for a year, or you may feel it is necessary in the beginning.

Q. Should I disclose my disability on my resume or in my cover letter?

The fact that you have a disability **should not** appear on your resume or in your cover letter.

SOME FINAL WORDS TO REMEMBER!

- BE YOURSELF

Your own attitude will have a great deal to do with the interviewer's attitude. A smile and a pleasantly composed face will go a long way toward relaxing the interviewer/employer. If you have problems with your hands and cannot carry out a handshake, explain this. If you have scripted and rehearsed the situation you can avoid potential embarrassment. Be open, honest, and reassuring.

Section 2
The Americans With Disabilities Act

- The following information is presented to you as a guide to the American's with Disabilities Act (ADA).

- This information is not complete and does not cover all aspects of the ADA nor is it intended to offer legal advice about ADA related employment issues.

- If you have questions regarding ADA issues or any ADA related information contained in this booklet, you can call the ADA directly at the following telephone numbers:

ADA Information Line: 1-800-514-0301 (voice)
1-800-514-0383 (TDD)

- Internet access to ADA Questions and Answers can be found at: http://www.usdoj.gov/crt/ada/qandaeng.htm

Additional ADA resources are listed in the Resources section, page 34.

Definitions

The following definitions are required learning for you to understand the basics of the ADA. These terms are standard definitions used to discuss ADA information.

Disability
A disability is a physical or mental impairment that substantially limits one or more of the major life activities of an individual.

Qualified individual with a disability
A qualified individual with a disability is a person who meets legitimate skill, experience, education, or other requirements of an employment position that s/he seeks or holds, and who can perform the essential functions of the position with or without reasonable accommodation. If the individual is qualified to perform the essential job functions, except for limitations caused by a disability, the employer must consider whether the individual could perform these functions with a reasonable accommodation.

Reasonable accommodation
Reasonable accommodation is any modification or adjustment to the work environment or job that will enable a qualified job seeking applicant or employee with a disability to participate in the application process or to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of employees without disabilities.

Examples of reasonable accommodation include:

- Making existing facilities accessible and usable by employees with disabilities.
- Restructuring a job or modifying work schedules.
- Acquiring or modifying equipment.

Essential functions
A function that is essential to the performance of the job.

Non-essential function
A function that may be marginal, modified, eliminated, transferred or reassigned.

THE AMERICANS WITH DISABILITIES ACT (ADA)

This section will help you understand the basics of the Americans with Disabilities Act, commonly referred to as **ADA.**

Q. What is the ADA?

A law which prohibits discrimination against people with disabilities in employment practices, including job application procedures, hiring, firing, and other employment issues. It also guarantees equal opportunity in transportation, public accommodations, telecommunications, and activities of state and local government.

Q. What employers are covered by the ADA?

The following types of employers with 15 or more employees are required to follow the ADA:

- Private employers
- State and local governments
- Employment agencies
- Labor organizations
- Labor-management committees

Q. Are you protected by the ADA?

If you have a disability and are qualified to do a job, the ADA can protect you from job discrimination based on your disability. An applicant for employment or an employee is considered disabled under the ADA if he or she:

- Has a physical or mental impairment that **substantially** limits a major life activity.
- Has a record of impairment (those who have had a past recognized disability).
- Is regarded as having an impairment (people perceived as having a disability).

Q. What is a major life activity?

Major life activities are viewed as things that an average person can do with little or no problems. Here are some examples:

Walking	Standing	Working
Speaking	Breathing	Hearing
Seeing	Sitting	Lifting
Learning	Reading	Caring for oneself
Performing manual tasks		

A person must be unable to do, or be significantly limited in the ability to do a activity compared to an average person. The ADA provides three factors to consider in deciding whether a person's impairment (disability) substantially limits a major life activity.

Q. What are three things to consider when deciding if a person's disability limits a major life activity? These factors are considered on a case-by-case basis.

- The nature and severity of the disability. (What the disability is and how severe it is.)
- How long the disability will last or is expected to last. (Is improvement expected or is the disability permanent.)
- What lasting or long-term impact or expected impact will the disability have. (What effect will the disability have over a long time period.)

Q. What employment practices are covered?

Recruitment (advertising)	Job Layoffs	Hiring
Pay	Firing	Training
Promotions	Benefits	Leave

and all other employment-related activities

Specific Exclusions - Things to think about!

Q. Can the employer not hire me because I have a disability?

To be covered by the ADA, a person must not only be a person with a disability, but **must be qualified to do the job**. An employer is not required to hire or keep a person who is not qualified to do a job.

Q. Does an employer have to give preference to a qualified applicant with a disability over other applicants?

An employer can select the best person available and an employer does not have to give a preference based on disability.

Q. Can an employer be required to reallocate an essential function of a job to another employee as a reasonable accommodation?

No. An employer is not required to reallocate essential functions of a job as a reasonable accommodation.

Q. Can an employer maintain existing production/performance standards for an employee with a disability?

An employer can hold employees with disabilities to the same standards of production/performance as other similarly situated employees without disabilities for performing essential job functions, with or without reasonable accommodation.

Q. Does the ADA override Federal and State health and safety laws?

The ADA does not override health and safety requirements established under other Federal laws even if a standard adversely affects the employment of an individual with a disability.

Q. What financial assistance is available to employers to help them make reasonable accommodations?

A special tax credit is available to help smaller employers make accommodations required by the ADA. A tax deduction, up to $15,000 per year, is available to any business for expenses of removing qualified architectural or transportation barriers. (contact 1-800-514-0301 for information).

Essential Job Functions

Essential functions are the primary duties of a job that a person must be able to do with or without a reasonable accommodation.

Marginal functions are those that can be changed, reassigned or omitted.

An employer must identify what functions of a job are essential as opposed to marginal. The individual's ability to perform these functions must be decided at the time of hiring or employment decision. Employers should identify all essential functions in an accurate job description of the position.

Q. What are reasons a job function may considered essential?

- The job exists to perform that specific function.
- There are a limited number of workers who can perform that function.
- The function is very specialized and the person has been hired to perform the specialized function. (An example would be an aircraft pilot who must be able to control an airplane by using arms, hands, feet and legs. Also, the pilot must have the appropriate education, training, and license to do the job).

Q. How will I know if I am qualified to do the job?

There are two steps in deciding whether a person is **"qualified"** under the ADA:

(1) Determine if the person meets the requirements for the job such as:

- Education
- Work experience
- Training
- Skills
- Licenses
- Certificates
- Other job-related requirements, such as good judgment or the ability to work with other people.

(2) Determine if the person can do the **essential functions** of the job, **with or without** a reasonable accommodation.

Reasonable Accommodation

Q. What is a reasonable accommodation?

Reasonable accommodation is a change or adjustment to a job. Changes or adjustments may be needed in the work setting, in the manner in which the job is usually done, or in company policies. This allows a qualified person with a disability to enjoy the same employment as someone without a disability. The employer could make adjustments in the work setting or change a work schedule. It is really anything that makes it possible for a person with a disability to enjoy an equal employment opportunity. An employee must be given reasonable accommodation to do the essential functions of a job if he or she is otherwise qualified.

The ADA also requires reasonable accomodation:

(1) In the application process.
(2) In allowing a qualified person with a disability to do the essential functions of the job.
(3) In allowing an employee with a disability to enjoy equal benefits and privileges of employment.

An employer must offer a reasonable accommodation for the known physical or mental limitations of a qualified person with a disability, unless the employer can show that the accommodation would put an undue hardship on the business.

Q. What are examples of reasonable accommodations?

- Providing physical access during the application process.
- Providing or modifying equipment or devices.
- Restructuring a job.
- Changing a work schedule or changing a job (reassignment).
- Adjusting or modifying training materials or company policies.
- Providing a reader or interpreter.
- Making the workplace readily accessible to people with disabilities.

Important points to remember about reasonable accommodation:

- The requirement to make a reasonable accommodation applies to all aspects of employment. This responsibility is ongoing and may come up any time a person's disability or job changes.

- An employer **does not** have to make an accommodation for a person who is **not qualified** for the job.

- Generally, it is the responsibility of a person with a disability to ask for a reasonable accommodation.

- A qualified person with a disability has the right to say no to an accommodation. However, if the person cannot do the essential functions of the job without the accommodation, he or she may not be qualified for the job.

- If the cost of an accommodation will cause hardship on the employer, the employee must be given the choice of paying for the portion that causes the undue hardship.

Undue hardship

Undue hardship refers to an accommodation that the employer makes that would be:

- Unduly expensive.
- Extensive or substantial.
- Disruptive.
- Or that would substantially alter the operation of the business.

Q. What are factors to consider in determining if an accommodation would cause undue hardship?

- The cost and nature of the accommodation.
- The employer's overall financial resources.
- The type of operation of the employer.
- The impact the accommodation would have on the operation of the business.

Employment Process

Recruitment process

The ADA is a nondiscrimination law. What does that mean? The ADA does not allow employers to establish job qualifications that "screen out" disabled applicants or workers unless the standards are consistent with business necessity and are job related.

It does not require employers to make special efforts to hire people with disabilities. It does encourage employers to reach out and consider hiring individuals with disabilities who are qualified.

Job Advertisements and Vacancy Announcements

It is in the best interest of the employer to outline the essential functions in the job advertisement. This helps the employer attract qualified people with the right skills and education. It is common to see statements such as:

"We are an Equal Opportunity Employer"

Application Process

Reasonable accommodations must be provided in the job application process to allow a qualified applicant to have an equal opportunity to be considered for a job.

Equal Benefits

Reasonable accommodations must be provided to allow an employee with a disability to enjoy benefits and rights of employment equal to those enjoyed by similarly placed non-disabled employees.

Direct Threat

An employer does not need to accommodate an individual who poses a direct threat to the health and safety of themselves or others.

Pre-Employment Testing

The application process may require that the applicant complete a test or a series of tests. Testing will often provide the employer with information about your aptitudes, interests, and personality.

Some companies may test for general technical knowledge or proficiency in a particular area such as typing or math. Test results are usually one of the numerous qualifying factors in the evaluation of your job application.

- An employer must provide an equal opportunity for a person with a disability to participate in the job application process and to be considered for a job.

Q. What should you do if an employer requires that you complete a test and you need assistance to do so?

- Inform the employer about your disability.
- Request a reasonable accommodation that you know will help you to be able to take the test and do the best that you can.
- If the accommodation is not possible at that time, request that the employer reschedule your testing to a later date when a reasonable accommodation can be available for you.

Some examples of reasonable accommodations for testing include:

- alternative keyboards
- voice recognition software
- mobility and ergonomic assistive devices, etc.

Pre-employment Inquiries

The ADA **does not** allow any pre-employment inquiries about a disability. This is necessary to ensure that qualified people are not screened out because of their disability before their ability is looked at. This is really important for people with invisible or hidden disabilities. These people are often excluded because of information in an application form, job interview, or pre-employment medical exam. The employer can get information about your qualifications and medical information if it is necessary for safety and health on the job.

Q. What types of questions cannot be asked during the interview process?

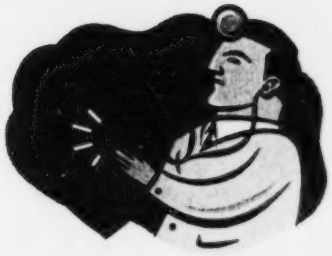
Have you ever had a work-related injury?
Have you ever received workers compensation or disability benefits?
How many days did you miss from work last year due to sickness?
Do you currently have any health problems?
How much exercise do you do on a daily basis?
Are you currently taking drugs or are you on medication?
Have you ever been hospitalized or had a surgery?
Have you ever seen a psychiatrist?
Have you been treated for any mental condition?
How much alcohol do you drink on a daily basis?
Will you require time off from work for medical appointments?

Q. What are some examples of permissible questions for obviously disabled job applicants? The ADA does allow employers to ask questions about specific job functions.

Can you operate a computer?
Can you drive a company truck?
Can you arrive at and begin work at 6:00 am?
Can you work a typical 40-hour work week?

Q. What type of questions cannot be asked by an employer when checking job references?

Did the applicant file any workers compensation claims?
Did the applicant miss time from work due to illness?



Pre-employment Medical Examinations

Q. When can an employer request a pre-employment medical examination?
After a conditional job offer has been made to the applicant.

Q. What are conditions concerning a pre-employment medical examination?

- All employees must be subjected to the same examination regardless of disability.
- The basic exam given will be the same but may vary somewhat depending on the results of specific tests.
- Information concerning the applicant's medical history and condition is kept on separate forms and in separate medical files.
- This information must be treated as being confidential. A manager or supervisor may not be told about actual tests results or conditions. They may be informed about accommodations and necessary restrictions.
- If an individual is not hired because of a post-offer medical examination or inquiry reveals a disability, the reasons for not hiring the individual must be job-related and business necessary. The employer must also show that no reasonable accommodation was available that would enable the individual to perform the essential functions of the job.

Alcohol and Drugs

Q. Are alcoholics covered by the ADA?

Yes, an alcoholic is a person with a disability and is protected by the ADA if s/he is qualified to perform the essential functions of the job. An employer may be required to provide an accommodation to an alcoholic. However, an employer can discipline, discharge, or deny employment to an alcoholic whose use of alcohol adversely affects job performance or conduct.

Q. What can an employer prohibit regarding alcohol use in the workplace?

The employer can prohibit the use of alcohol in the workplace. The employer can require that employees not be under the influence of alcohol at the workplace.

Q. Is a person using illegal drugs protected by the ADA?

A person currently using illegal drugs is **NOT** protected by the ADA.

However, the ADA indicates that the exclusion of illegal drug use from ADA protection does not apply to an individual:

- Who has successfully completed or who is participating in a supervised drug program and is no longer using illegal drugs.
- Who is mistakenly regarded as engaging in illegal drug use.

Q. Is testing for the illegal use of drugs permissible under the ADA?

Yes, employers can maintain drug testing programs to test for the illegal use of drugs without violating the ADA act. Testing for illegal drug use is not considered a medical examination under the ADA. Many employers are concerned about the effects of illicit drug use on safety, productivity, and related issues. As a matter of policy, some companies test job applicants and current employees for drug use. Some application forms will include statements, information, or questions about alcohol and drug use. Applicants are often advised during the interview process that drug screening is required but some employers offer no information about drug testing in advance. Refusal to submit to a drug test may be used by the employer as grounds to reject your application. You may be asked to pay for your drug testing.

Issues Concerning Workers' Compensation

Q. How does the ADA affect workers' compensation programs?

Only injured workers who meet the ADA's definition of an "individual with a disability" will be considered disabled under the ADA, regardless of whether they satisfy criteria for receiving benefits under workers' compensation or other disability laws. Important points to remember include:

- A worker also must be "qualified" (with or without reasonable accommodation) to be protected by the ADA.
- Work-related injuries do not always cause physical or mental impairments severe enough to "substantially limit" a major life activity.
- Many on-the-job injuries cause temporary impairments, which heal within a short period of time with little or no long-term or permanent impact. Therefore, many injured workers who qualify for benefits under workers' compensation or other disability benefits laws may not be protected by the ADA.
- An employer must consider work-related injuries on a case-by-case basis to know if a worker is protected by the ADA.
- An employer may not inquire into an applicant's workers' compensation history before making a conditional offer of employment.
- After making a conditional job offer, an employer may inquire about a person's workers' compensation history in a medical inquiry or examination that is required of all applicants in the same job category. However, even after a conditional offer has been made, an employer cannot require a potential employee to have a medical examination because a response to a medical inquiry shows a previous on-the-job injury unless all applicants in the same job category are required to have an examination.
- Also, an employer may not base an employment decision on the speculation that an applicant may cause increased workers' compensation costs in the future.
- However, an employer may refuse to hire, or may discharge an individual who is not currently able to perform a job without posing a significant risk of substantial harm to the health or safety of the individual or others, if the risk cannot be eliminated or reduced by reasonable accommodation.
- An employer may refuse to hire or may fire a person who knowingly provides a false answer to a lawful post-offer inquiry about his/her condition or workers' compensation history.

Q. What actions can you to take if you are believe you are being discriminated against in employment?

A person who believes that he or she is being discriminated against should:

- First try to educate the hiring manager about what the ADA requires.
- Suggest reasonable accommodations that will allow you to perform the essential functions of the job or provide equal access.

Section 3
Resources

This section provides the telephone numbers of federal agencies providing information on the ADA, followed by listings of pamphlets, videos, and other publications with useful information about the ADA and about job-hunting in general. At the end of this section is a comprehensive list of Colorado Workforce Centers.

Department of Justice offers technical assistance on the ADA Standards for Accessible Design and other ADA provisions applying to businesses, non-profit service agencies, and state and local government programs. It also provides information on how to file ADA complaints.

ADA Information Line for documents and questions:
800-514-0301 (Voice) 800-514-0383 (TDD)

Electronic bulletin board 202-514-6193

DOJ World Wide Web Home Page http://www.usdoj.gov

Equal Employment Opportunity Commission (EEOC) offers technical assistance on the ADA provisions applying to employment. It also provides information on how to file ADA complaints.

Employment questions
800-669-4000 (Voice) 800-669-6820 (TDD)

Employment documents
800-669-3362 (Voice) 800-800-3302 (TDD)

President's Committee on Employment of People with Disabilities funds the Job Accommodation Network (JAN), which provides advice on accommodating employees with disabilities.

Job Accommodation Network
800-526-7234 (voice/ TDD)

Cornell University publishes a series of employment pamphlets related to working with people with disabilities. Copies of these pamphlets may be downloaded free from their site at

http://www.ilr.cornell.edu/ped/products.html.

Accommodating the Allergic Employee in the Workplace

Causes of Poor Indoor Air Quality and What You Can Do About It

Employing and Accommodating Individuals with Histories of Alcohol and Drug Abuse

Employing and Accommodating Workers with Psychiatric Disabilities

Employment Considerations for People Who Have Diabetes

Working Effectively with Employees Who Have Sustained a Brain Injury

Working Effectively with Individuals Who Are HIV-Positive

Working Effectively with People Who Are Blind or Visually Impaired

Working Effectively with People Who are Deaf or Hard of Hearing

Working Effectively with People with Learning Disabilities and Attention Deficit Hyperactivity Disorder

Working Effectively with Persons Who Have Cognitive Disabilities

Workplace Accommodations for Persons with Musculoskeletal Disorders

Recommended Reading!

How to Get a Good Job and Keep It
by Deborah Perlmutter Block, Ph.D.

Joyce Lain Kennedy's Career Book
by Joyce Lain Kennedy and Dr. Darryl Laramore

Job Savvy: How to Be a Success at Work
by La Verne Ludden, Ed.D.

First-Job Survival Guide
by Andrea J. Sutcliffe

The Complete Idiot's Guide to Getting the Job You Want
by Marc Dorio

The PIE Method for Career Success
by Daniel Porot

The 1997 What Color Is Your Parachute?
by Richard Nelson Bolles

New Quick Job-Hunting Map
by Richard Nelson Bolles

Where Do I Go From Here With My Life?
by John C. Crystal and Richard Nelson Bolles

Time for a Change
by Kent Banning and Ardelle Friday

Career Change Everything You Need to Know to Meet New Challenges and Take Control of Your Career
by David Helfand

Interview for Success
by Caryl Raie Krannich and Ronald L. Krannich, Ph.D.s

Rehabilitation Offices In Colorado

Please call 720-884-1234 for the Rehabilitation Office serving your area.

State Office
(720) 884-1234

Alamosa

422 Fourth St.
PO Box 990
Alamosa, CO 81101
(719) 589-5158

Aurora

10065 E. Harvard
Denver, CO 80231
(303) 745-8112

Boulder

207 Canyon Blvd. #202A
Boulder, CO 80302
(303) 444-2816

Colorado Springs

110 Parkside Drive
Colorado Springs, CO 80910
(719) 635-3585

Denver East

600 Grant St.
Suite 302
Denver, CO 80203
(303) 894-2515

Denver West

1601 West Federal Blvd.
Suite 100
Denver, CO 80219
(303) 894-2515

Rehabilitation Center
2211 W. Evans Ave.,
Denver, CO 80223
(303) 937-1226

Business Enterprise Program
2211 W. Evans Ave.
Denver, CO 80223
(303) 922-3658

Durango

835 2nd Ave., #425
Durango, CO 81301
(970) 247-3161

Fort Collins

2850 McClelland Dr., #2000
Ft. Collins, CO 80525
(970) 223-9823

Fort Morgan

625 W. Platte Ave.
Ft Morgan, CO 80701
(970) 867-3068

Glenwood Springs

Executive Plaza
512 Grand Avenue
Glenwood Springs, CO 81601
(970) 945-9174

Golden

730 Simms, Suite 105
Golden, CO 80401
(303) 462-6760

Grand Junction

222 S. 6th St.
Grand Junction, CO 81501
(970) 248-7103

Greeley

822 - 7th St., #4
Greeley, CO 80631
(970) 352-5180

Lamar

Cedar Main Building
1006 S. Main St.
Lamar, CO 81052
719) 336-7712

Limon

820 2nd St.
Limon, CO 80828
(719) 775-2342

Littleton

609 W. Littleton Blvd., Suite 100
Littleton, CO 80120
(303) 795-7954

Longmont

1707 N. Main St., #302
Longmont, CO 80501
(303) 449-7966

Montrose

1010 S. Cascade Ave.
Montrose, CO 81401
(970) 249-4468

Northglenn

11990 Grant St., #201
Northglenn, CO 80233
(303) 452-5875

Pueblo

720 N. Main, #320
Pueblo, CO 81003
(719) 544-1406

Rocky Ford

409 S. Main
Rocky Ford, CO 81067
(719) 254-3358

Salida

230 West 16th St., Suite 110
Salida, CO 81201
(719) 539-9670

Sterling

220 S. Third St.,
Sterling, CO 80751
(970) 522-3737

Trinidad

134 West Main, #2-4
Trinidad, CO 81082
(719) 846-4431

COLORADO WORKFORCE CENTERS

ALAMOSA WFC
1016 West Avenue #6
Alamosa, CO 81101

(719) 589-5118
Fax (719) 589-6762
alamosa@cwfc.net

(Alamosa, Costilla, Conejos Counties)

AURORA WFC
3508 Peoria St.
Aurora, CO 80010

(303) 363-9380
Fax (303) 363-9381

(Adams County)

AURORA WFC Main Office
11059 E Bethany Dr., Suite 201
Aurora, CO 80014

(303) 752-5820
Fax (303) 752-5850
hgold@adworks.org

(Arapahoe & Douglas Counties)

AURORA CAREER TRANSISTION CENTER FOR DISLOCATED WORKERS
545 Sable Blvd.,
Aurora, CO 80011

(303) 340-1212
Fax (303) 340-2174
jsied@adworks.org

(Arapahoe & Douglas Counties)

BASALT WFC
234 Cody St., # B
(Mail to: P.O. Box 1936)
Basalt, CO 81621

(970) 927-3825
No Fax
jdysart@cwfc.net

(Garfield County)

BLACKHAWK WFC
2960 Dory Hill Rd.
Blackhawk, CO 80403

(303) 582-5444
Fax (303) 582-5798
JHarig@co.jefferson.co.us

(Gilpin County)

BOULDER COUNTY WFC
2905 Center Green Court, Suite C
Boulder, CO 80301

(303) 441-3985
Fax (303) 939-0054

(Boulder County)

BURLINGTON WFC
1490-A Martin Ave
Burlington, CO 80807

(719) 346-5331
Fax (719) 346-7749
burlington@cwfc.net

(Kit Carson, Cheyenne Counties)

BRIGHTON WFC
1931 E Bridge St.
Brighton, Co. 80601

(303) 659-4250
Fax (303) 659-9178

(Adams County)

CASTLE ROCK WFC
101 Third St.
Castle Rock, CO 80104

(303) 688-4825
Fax (303) 688-0292

(Arapahoe & Douglas Counties)

CANON CITY WFC
172 Justice Center Rd. # B
Canon City, CO 81212

(719) 275-7408
Fax (719) 275-8189
canoncity@cwfc.net

(Fremont, Custer Counties)

COLORADO SPRINGS WFC
Job Seeker/ Employer Office
2306 E Pikes Peak Ave
Colorado Springs, CO 80909

Applicants (719) 667-3700
Fax (719) 667-3754

Employers (719) 667-3789
Fax (719) 667-3753

padilla.a@ppwfc.org

(El Paso, Teller Counties)

COLORADO SPRINGS WFC
Job Seeker/Training Services
17 N Spruce, Rm. 111
Colorado Springs, CO 80905

(719) 444-8024
Fax (719) 444-8027
padilla.a@ppwfc.org

(El Paso, Teller Counties)

COLORADO SPRINGS WFC
Job Seeker/Training Services
5675 S. Academy, Ste. A-210
Colorado Springs, Co 80913

(719) 579-3080
Fax (719) 574-3089
padilla.a@ppwfc.org

(El Paso, Teller Counties)

COMMERCE CITY WFC
7190 Colorado Blvd.
Commerce City, Co. 80022

(303) 227-2000
Fax (303) 227-2045

(Adams County)

CORTEZ WFC
217 West Main
Cortez, CO 81321

(970) 565-3759
Fax (970) 565-0916
cortez@cwfc.net

(San Miguel, Dolores, San Juan, Montezuma Counties)

CRAIG WFC
480 Barclay
Craig, CO 81625

(970) 824-3246
Fax (970) 824-7108 craig@cwfc.net

(Moffat, Rio Blanco Counties)

DELTA WFC
206 Ute. Street
Delta, CO 81416

(970) 874-5781
Fax (970) 874-0991

(Delta County)

DENVER-BEAR VALLEY WFC
3100 S Sheridan Blvd.
Denver, CO 80227

(303) 922-2450
Fax (303) 922-2618

(Denver County)

DENVER-DAHLIA STREET ONE-STOP SATELLITE OFFICE
3376 Dahlia Street
Denver, CO 80207

(303) 393-7843
Fax (303) 393-1788

(Denver County)

DENVER-METRO JOB TEAM
1391 N Speer Blvd, Suite 500
Denver, CO 80204

(303) 376-6777
Fax (303) 376-6746

(Metro Denver)

DENVER WFC
1391 N Speer Blvd., Suite 500 Denver, CO 80204

(303) 376-6700
Fax (303) 376-6721

(Denver County)

DENVER-EAST CAMPUS ONE -STOP CAREER CENTER
3532 Franklin St.
Denver, CO 80205

(303) 295-1550
Fax (303) 295-4309

(Denver County)

DENVER-MONTBELLO WFC
4685 Peoria Street
Denver, CO 80239

(303) 375-4084
Fax (303) 375-3821

(Denver County)

DENVER-QUIGG NEWTON ONE-STOP CAREER CENTER
4440 Navajo Street
Denver, CO 80211

(303) 458-4891
Fax (303) 433-3547

(Denver County)

DENVER-WESTSIDE ONE STOP CAREER CENTER
1200 Federal Blvd.
Denver, CO 80204

(720) 944-1615
Fax (720) 944-4131

(Denver County)

DIVIDE WFC
1505 Highway 24
Ute Trading Post Unit # 14
(mail to: P.O. Box 995)
Divide, CO 80814

(719) 687-5480
Fax (719) 687-5407
Lowry.A@ppwfc.org 1

(Teller County)

DURANGO WFC
31 South Camino Del Rio, #C,
Durango, CO 81301

(970) 247-0308
Fax (970) 247-0328
durango@cwfc.net 3

(La Plata, Archuleta Counties)

EDWARDS WFC
0057 Edwards Access Road, #23
Edwards, CO 81632
(Mail to PO Box 1389)

(970) 926-4440
Fax (970) 926-7287
edwards@cwfc.net

(Eagle County)

FORT COLLINS WFC
842 So. Mason St.
Ft. Collins, CO 80527-0127

(970) 223-2470
Fax (970) 223-6576
wirthdm@co.larimer.co.us 3

(Larimer County)

FORT MORGAN WFC
411 Main St #200.
Fort Morgan, CO 80701

(970) 867-9401
Fax (970) 867-0226
fortmorgan@cwfc.net

(Morgan, Washington Counties)

FRISCO WFC
602 Galena St.
Frisco, CO 80443
(Mail to PO Box 679)

(970) 668-5360
DENVER TOLL FREE (303) 825-8070
Fax (970) 668-3216
frisco@cwfc.net

(Summit County)

FRONT RANGE COMMUNITY COLLEGE WFC
3645 West 112th Ave.
Westminster, CO 80031

(303)-404-5163
Fax (303) 438-9524
scoti.burke@state.co.us

(Adams County)

GLENWOOD SPRINGS WFC
118 W. 6th Street
Glenwood Springs, CO 81601

(970) 945-8638
Fax (970) 945-2545
glenwoodsprings@cwfc.net

(Garfield County)

GRANBY WFC
469 E. Topaz
(Mail to P.O. Box 1985)
Granby, CO 80446

(970) 887-1857 Fax (970) 887-1858
granby@cwfc.net

(Grand County)

GRAND JUNCTION WFC
2897 N. Avenue
Grand Junction, CO 81501

(970) 248-7560
Fax (970) 248-7576

(Mesa County)

GREELEY WFC
1551 North 17th Ave.
(Mail to P.O. Box 1805)
Greeley, CO 80632

(970) 353-3800
Fax (970) 356-3975
cadalpra@co.weld.co.us

(Weld County)

GUNNISON WFC
109 E. Georgia
Gunnison, CO 81230

(970) 641-0031 Fax
(970) 641-0031

(Gunnison, Hinsdale Counties)

IDAHO SPRINGS WFC
Clear Creek Community
Service Center
1531 Colorado Blvd.
(Mail to P.O. Box 3669)
Idaho Springs, CO 80452

(303) 567-3135
Fax (303) 567-3132
nbelk@cc.trico1stop.org

(Clear Creek County)

LAKEWOOD WFC
730 Sims, Suite 300
Golden, CO 80401

(303) 271-4700
Fax (303) 271-4708
JHarig@co.jefferson.co.us

(Jefferson County)

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lajunta@cwfc.net

(Otero County)

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Lamar, CO 81052

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(Prowers, Baca, Kiowa Counties)

LEADVILLE WFC
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(Arapahoe & Douglas Counties)

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(Elbert, Lincoln Counties)

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(Boulder County)

LOVELAND WFC
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(Larimer County)

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25 Market
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(Rio Blanco County)

MONTE VISTA WFC
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(Rio Grande, Saguache, Mineral Counties)

MONTROSE WFC
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Montrose, CO 81401

(970) 249-7783
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(Montrose, Ouray, Delta, San Miguel Counties)

PAGOSA SPRINGS WFC
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(Archuleta County)

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(Otero, Crowley, Bent Counties)

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steamboatsprings@cwfc.net

(Routt, Jackson Counties)

STERING WFC
Walker Hall
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100 College Drive
Sterling, CO 80751

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(Phillips, Logan, Sedgwick Counties)

THORNTON WFC
550 Thornton Parkway
Thornton, CO 80229

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(Adams County)

TRINIDAD WFC
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Trinidad, CO 81082

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(Las Animas County)

WALSENBURG WFC
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Walsenburg, CO 81089-2116
Tuesday & Wednesday
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WFC JOB HOTLINES:

Grand Junction . . 970-248-7575

La Junta 719-384-5627

Pueblo 719-253-7820